

MURRAY CITY TUITION ASSISTANCE PROGRAM APPLICATION

Name _____ Department _____

Quarter / Semester _____ Year _____ Phone (work) _____

I will be attending (*school name*): _____

I am currently working towards a: ____ MASTERS ____ BACHELORS ____ ASSOCIATES Major _____

-OR-

I am not working toward a degree, but I am taking a class that relates to my current job. Please explain how this course relates to your current job.

<i>COURSE TITLE & NUMBER</i>	<i>CREDITS</i>	<i>CLASS START DATE</i>	<i>CLASS END DATE</i>	<i>TUITION COST (Attach a copy of the invoice/bill)</i>

I hereby make application for admission for the Murray City Tuition Assistance Program. **I understand and agree that all courses will be pursued on my own time. If attending the above courses requires an adjustment in my work schedule, I certify that such arrangements have been made with my supervisor. I further certify that the course work for which I am applying will benefit me in my current position and/or is needed for the completion of my degree.** In the event that I terminate employment with Murray City, either voluntarily or involuntarily (except in cases of reduction-in-force) I agree to refund to the City monies received by me during the one year period preceding my date of termination. I agree that the City may withhold from my termination pay and/or annual leave reimbursement any tuition repayments due from me. If I received any funds in advance of taking the course work, I further agree that I will repay those funds to the City in the event that, (1) I fail to complete the course work; or (2) I fail to pass any of the course work with at least a grade of "C". I agree that the City may withhold these monies from my paycheck if these funds have not been repaid within 30 days from my withdrawing from the course or my completing it with less than a "C". **See Personnel Code Section 2.62.200 Tuition assistance for eligibility and procedures. An application must be submitted for each quarter/semester for which assistance is requested.**

I certify that I have read and understand the above statements and that to the best of my knowledge this application is complete and correct. I further understand that falsifying this application can be grounds for suspension from the Tuition Assistance Program and could also be grounds for disciplinary action.

Applicant's Signature: _____ **Date:** _____

Be sure to attach a copy of the bill/invoice from the school

APPROVAL

THIS REQUEST HAS BEEN APPROVED THIS _____ DAY OF _____
Date Month and Year

Department/Division Head _____ *Date* _____

Human Resource Director _____ *Date* _____

Mayor _____ *Date* _____

Murray City Tuition Assistance Program Summary

The City recognizes the importance of employee educational growth to maintain and advance professional, technical, and managerial competence and to prepare employees for promotional or career change opportunities within the city. Please carefully review the points listed below and refer to Personnel Code Section 2.62.200 Tuition assistance for more detail. For further information, please contact Mike Terry in Murray City Human Resources at 264-2656.

Eligibility Requirements

Employee	Must be an employee working 30 hours or more per week; must have successfully completed probation by the beginning of the quarter/semester for which tuition assistance is requested.
Educational Institution	All classes/courses must be offered by institutions accredited by the Accrediting Agency Evaluation Branch of the U.S. Department of Education and/or the Council of Higher Education Accreditation.
Course work	Undertake a course of study which leads to an associate's, bachelor's or master's degree in an occupation for which the city normally recruits employees -OR- Class work in an area which relates to the employee's field of work.

Application

To Apply	The employee must submit a Murray City tuition assistance program application to the employee's immediate supervisor at least two weeks prior to the beginning of the course. The request shall describe the educational institution, the course name, the cost of the course and the start/completion dates. <u>Also attach a copy of the invoice/bill from the school indicating the exact amount to be paid.</u> Be sure to submit the invoice/bill two (2) weeks before the tuition is due. The City will not be responsible for, or pay any late fees.
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Payment

Assistance Amount	Each employee who is qualified for this program will be eligible to receive up to a maximum of \$2,500 tuition assistance per calendar year. The City authorizes tuition assistance on an approved course on the following basis: a. 100 percent for a grade of "C" or higher. b. 50 percent for ungraded courses satisfactorily completed.
Verification	Upon completion of the course(s), the employee shall submit proof of the earned grade to the human resource director within ten working days after the course completion date. For the purposes of this section, course completion shall mean the date on which the educational institution issues course grades. If the employee fails to submit proof of the earned grade within ten days after course completion, the employee shall repay the City the entire amount of tuition assistance.
Time frame	Allow two weeks for payment. Check will be made payable to both the employee and the school/institution. The employee will then be responsible to endorse the check over to the school.

Employee Responsibility

Application	Submit a tuition assistance application, as well as a copy of the invoice/bill to your department/division head 2 weeks prior to the start date of the course(s).
Grades	Submit a grade or completion statement for each class attended to Human Resources within 10 days after grades have been issued; must complete class with a "C" or better. <u>Since the tuition is prepaid, you will be required to repay the City for classes that are withdrawn from, not completed, or completed with a grade below a "C".</u>
One-year Commitment	Work for the City for one year after completing a course, or pay back the tuition assistance for that course.